



FAIRGROUND AID, DISTRICT FAIRS

Class Code: 6743 - Exam Code: 5FA37

Opening Date:	08/21/2015
Closing Date:	09/11/2015
Type of Examination:	Departmental Open
Salary:	\$1,607 - \$1,912
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot/Madera

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply for this examination. This is a Departmental Open-Spot examination for the California Department of Food and Agriculture, Madera District Fair, 21-A District Agricultural Association. Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

This exam and position is for the following District Agricultural Association Fair

**Madera District Fair
1805 Cleveland Avenue
Madera, CA 93637**

Submit a Standard State Application (STD. form 678) and the Supplemental Application to the Department of Food and Agriculture no later than the **Final Filing Date, Friday, September 11, 2015.**

- Standard State Application (STD. form 678) is available through the internet at <http://jobs.ca.gov/Profile/StateApplication>.
- Supplemental Application is attached below. **Applicants who do not submit a Supplemental Application will be disqualified.**
- All applications must include “to” and “from” dates (month/day/year) and time base. Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Only applications with original signature will be accepted.

DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).

WHERE TO APPLY**HAND DELIVER OR MAIL TO:**

California Department of Food and Agriculture
Examination Unit, Attn: Cindy Torres
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6581

NOTE: Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: Friday, September 11, 2015.

Applications must be **POSTMARKED** no later than the Final Filing Date, Friday, September 11, 2015.

Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in October or November 2015.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6581.

REQUIRED IDENTIFICATION

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

ELIGIBLE LIST INFORMATION

A Departmental Open Spot list will be established for the California Department of Food and Agriculture, 21-A District Agricultural Association. The eligible list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

No experience is required for this class

POSITION DESCRIPTION

Under close supervision, incumbents keep the area and facilities of a District Agricultural Association clean and orderly; learn to use equipment such as vacuum sweepers, lawn mowers, blowers, and floor scrubbers; and to do other related work.

Incumbents clean stables, arenas, barns, and paths occupied by horses and farm animals; collects and disposes of manure; removes soiled hay and spreads fresh hay in animal stalls; feeds animals in accordance with a given schedule; assist in basic tasks such as mowing, raking, watering, and trimming grass; keeps facilities, restrooms, buildings, and equipment clean and orderly; assists in the setup, removal and storage of chairs, tables, and other equipment. May drive a small truck or tractor within the fairgrounds.

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application weighted 100%, which is the sole component of the Fairground Aid, District Fairs examination. To obtain a position on the eligible list, a minimum score of 70% must be attained. You must complete submit the Standard State Application and the Supplemental Application in order to be considered for this examination.

Supplemental Application - Weighted 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

ABILITY TO:

1. Understand and follow work directions;
2. Work cooperatively with others;
3. Learn safe physical work procedures;
4. Perform manual tasks.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work Saturdays, Sundays, and holidays, and odd and irregular hours.

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Cindy Torres at (916) 403-6581 or cindy.torres@cdfa.ca.gov.

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Food and Agriculture Examinations Unit at (916) 403-6581 three (3) weeks after the final filing date if he/she has not received his/her notice.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

TTY number: 1-800-735-2929

FROM VOICE PHONES:

1-800-735-2922

Bulletin Revision Date: (7/16/15)

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
SUPPLEMENTAL QUESTIONNAIRE EXAMINATION FOR
FAIRGROUND AID, DISTRICT FAIRS**

The California Department of Food and Agriculture's (CDFA) Fairground Aid, District Fairs examination is being given on an Open-Spot basis. This examination will consist solely on this Self-Assessment Supplement Application Questionnaire.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be placed onto a list based on your final score.

This Supplemental Application Questionnaire will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully. Please answer the questions completely since incomplete responses and omitted information will not be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

NOTE: FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

THIS AFFIRMATION MUST BE COMPLETED:

I hereby certify and understand that the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your signature (Required): _____ **Date:** _____

Print your name (Required): _____

Your supplemental application will not be scored if you do not provide your signature and name.

Return your completed Supplemental Application and your completed Standard State Application (STD. Form 678), along with a copy of this letter, to the address below postmarked by the final filing date, Friday, September 11, 2015.

SUPPLEMENTAL APPLICATIONS AND THE STANDARD STATE APPLICATION POSTMARKED AFTER FRIDAY, SEPTEMBER 11, 2015 WILL NOT BE ACCEPTED.

**California Department of Food and Agriculture
Human Resources Branch
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Cindy Torres**

FAIRGROUND AID, DISTRICT FAIRS
SUPPLEMENTAL APPLICATION QUESTIONNAIRE

INSTRUCTIONS: Respond to all questions in each section. Your responses to each question will be used to determine your final score. You may use a pen or pencil to complete the Supplemental Application.

PART I TASKS:

The position of Fairground Aid, District Fairs, requires various tasks to be performed. Circle what level of experience you have associated with each task.

Definition of Levels:

- (A) I have had no or limited exposure to this task.
(B) I have assisted others in performing this task.
(C) I have performed this task myself.

		<i>(Circle One)</i>		
		(A)	(B)	(C)
1.	Clean areas where animal dwell.	(A)	(B)	(C)
2.	Feed animals.	(A)	(B)	(C)
3.	Perform heavy physical labor such as lifting over 50 pounds, digging ditches, etc.	(A)	(B)	(C)
4.	Assist in grounds maintenance such as mowing, raking, watering, trimming grass, using blowers or other equipment.	(A)	(B)	(C)
5.	Clean buildings, restrooms, or facilities?	(A)	(B)	(C)
6.	Assist in the setup, removal, and storage of chairs or tables?	(A)	(B)	(C)
7.	Assist skilled laborers with electrical work?	(A)	(B)	(C)
8.	Assist skilled laborers with plumbing work?	(A)	(B)	(C)
9.	Assist skilled laborers with painting work?	(A)	(B)	(C)
10.	Assist skilled laborers with carpentry work?	(A)	(B)	(C)
11.	Assist skilled laborers with masonry work?	(A)	(B)	(C)

GO TO NEXT PAGE

FAIRGROUND AID, DISTRICT FAIRS
SUPPLEMENTAL APPLICATION QUESTIONNAIRE

PART II ABILITIES:

The position of Fairground Aid, District Fairs, requires various abilities needed to perform tasks. Circle what level of ability you have to perform the following tasks.

Definition of levels:

(A) Limited ability (would require comprehensive training to perform activity).

(B) Some ability (would require some on-the-job training to perform activity).

(C) Very good ability (could perform activity independently).

		<i>(Circle One)</i>		
		(A)	(B)	(C)
1.	Clean areas where animals dwell.	(A)	(B)	(C)
2.	Feed animals.	(A)	(B)	(C)
3.	Perform heavy physical labor such as lifting over 50 pounds, digging ditches, etc.	(A)	(B)	(C)
4.	Assist in yard work such as mowing, raking, watering, trimming grass, using blowers or other equipment.	(A)	(B)	(C)
5.	Clean buildings, restrooms, or facilities?	(A)	(B)	(C)
6.	Assist in the setup, removal, and storage of chairs or tables?	(A)	(B)	(C)

GO TO NEXT PAGE

FAIRGROUND AID, DISTRICT FAIRS
SUPPLEMENTAL APPLICATION QUESTIONNAIRE

PART III WILLINGNESS:

The following questions are job requirements for Fairground Aid, District Fairs. Please read each question carefully and respond by **marking either YES or NO** for the following six (6) questions. If you are not willing or unable to comply with any the following job requirements, it may be grounds for elimination from the examination process.

Not providing a response to an item will be considered a “NO” response.

Are you willing to?

- | | | | |
|----|---|--------|-------|
| 1. | Work odd and irregular hours? | ___Yes | ___No |
| 2. | Work in adverse weather conditions, including heavy rain, wind, snow, and excessive heat? | ___Yes | ___No |
| 3. | Work around animals? | ___Yes | ___No |
| 4. | Clean stables, arenas, barns, and paths occupied by horses and farm animals? | ___Yes | ___No |
| 5. | Work around strong foul smells when cleaning animal stables and/or bathroom facilities? | ___Yes | ___No |
| 6. | Perform consistent difficult physical labor? | ___Yes | ___No |

If you have answered “NO” to any of the above “WILLINGNESS” questions, please explain why below.

END